

1991

NEOPA Annual Report 1991-1992

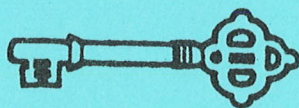
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NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

ANNUAL REPORT
1991-92



NEOPA--A KEY TO GROWTH

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

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Nebraska Educational Office Personnel Association

April, 1992

Dear Members:

When it is time for the NEOPA Spring Meeting and the compilation of the Annual Report, it follows as a time of reflection of the year to date. Serving as your president this year has been a learning and growing experience for me.

From my perspective, I want to provide a short review of the past year:

- our membership has remained constant with new members added;
- our treasury is solvent;
- our scholarship winner has been chosen;
- our general and board meeting minutes have been recorded;
- our bylaws have been updated and streamlined;
- our state meetings have been held and been educational;
- our future state meetings have been scheduled;
- our new officers have been selected;
- our informative newsletters have been published;
- our PSP candidates have been confirmed;
- our activities have been published state-wide;
- our interaction with the Central Area states has been productive and fun;
- our past presidents are active and contributing;
- our plans for the national convention are under way;
- our local associations have been contacted and included in activities;
- our field service is working on forming new local associations;
- our affiliation with national for 1991-92 was confirmed; and
- our finances have been budgeted and will be audited.

As you can see, NEOPA has not been stagnant. I am proud of our members' dedication to NEOPA and its programs.

Thank you, members, committee members, committee chairs, and executive board for your service and support of NEOPA this year.

Sincerely,

Marcella Shotwell
President

NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
FALL CONFERENCE
GENERAL MEMBERSHIP MEETING
October 5, 1991

CALL TO ORDER

President Marcella Shotwell called the meeting to order at 11:35 a.m.

ROLL CALL

Roll call was answered by the following:

1	Concordia Office Personnel
20	Department of Education Office Personnel
0	Doane EOPA
0	Fremont EOPA
1	Grand Island EOPA
5	Lincoln Public Schools AOP
2	Millard EOPA
9	Omaha EOPA
0	Sandhills EOPA
5	South Central EOPA
0	South East EOPA
1	South West EOPA
17	Univeristy of Nebraska OPA
1	UN-Omaha EOPA
3	Wayne EOPA
1	TriCounty Schools -DeWitt
2	Gibbon Public Schools
1	Bradshaw Public Schools
1	ESU #3
0	Wallace Public Schools
2	Gretna Public Schools
2	Ainsworth Public Schools
2	Kearney Public Schools
0	Benedict Consolidated Schools
0	Giltner Public Schools
0	Ralston Public Schools
2	Raymond Central Public Schools
1	ESU #6
<u>79</u>	Total

The Past Presidents and Retirees were acknowledged.

MINUTES

It was brought to the secretary's attention to remove the word Lincoln from University of Nebraska-Lincoln Office Personnel Association in all places.

JoAnne Lahm moved the minutes accepted as corrected. Linda Pence seconded the motion. Motion carried upon vote.

COMMUNICATIONS

There were no communications at this time.

TREASURER'S REPORT

Angie Ellis presented the treasurer's report as follows:

Checking Account Balance	\$ 757.53
Money Market Account	\$3139.92
Savings Account	\$2613.34

The treasurer's report will be filed for audit.

COMMITTEE REPORTS

Audit - No report at this time. Committee members were introduced.

Constitution and Bylaws - It was reported business will be coming up. Committee members were introduced.

Educational Professional Employee of the Year - No report at this time. Committee members were introduced.

Field Service - It was reported information was sent to two prospective members and one association. Committee members were introduced.

Finance - No report at this time. Committee members were introduced.

Meetings Coordinating - Duties of this committee were explained. Poster on display showing past hostesses was explained. A host for the 1992 Spring Conference was requested. Committee members were introduced.

Membership - It was reported that membership stands at 140 members. 126 are renewals and new members and 14 are retirees. Committee members were introduced.

Newsletter - Deadline for the winter newsletter is Nov. 8. Committee members were introduced.

Nominating Committee - It was announced this committee would meet later in the day.

Professional Standards - It was announced a table with brochures was on display today. Committee members were introduced.

Publicity - Report was given. Committee members were introduced.

Scholarship - No report at this time. Committee members were introduced.

Ways and Means - It was reported NEOPA calendars to go home with associations today. Send money to Kyle Rose. Raffle tickets were to be picked up today. Committee members introduced.

NAEOP Liaison - It was reported 12 members went to the National Convention at Winston-Salem. Pins have been ordered. NEOPA has made a challenge to Iowa - percentage of membership nationally. Committee members were introduced.

UNFINISHED BUSINESS

- A. Jeanne Kardell invited all persons to attend the Spring Conference and meeting April 4, 1992 at Wayne State College.
- B. State Life Membership - The Executive Board is looking into this.

NEW BUSINESS

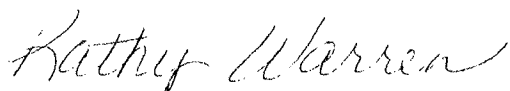
Central Region Professional Day - February 8, 1992 at Jefferson City, Missouri. Information was presented on Chartering a Bus. Vivian Valentine will be the presentor that day.

Linda Pence extended an invitation from UNEOPA for a Fall Workshop to be held Oct. 18. Patricia Fleming to be the presentor.

ADJOURNMENT

Meeting adjourned at 12:11 p.m.

Respectfully Submitted,



Kathy Warren, Secretary



Marcella Shotwell, President

NEBRASKA EDUCATION OFFICE PERSONNEL ASSOCIATION
Financial Report
NEOPA Checking Account
1991-1992

Balance brought forward \$ 181.53

Receipts

Membership dues	\$ 1759.00
Transfer from Savings	750.00
Quote-a-Day Calendar Sales	248.21
Pin Sales	31.32
Half-n-Half Drawing	18.50
Raffle	219.00
Donation for Postage	7.00
Contributions to NAEOP Educ. Fund	13.94
Reimbursement/R'td Check	11.00

Total \$3239.50

Disbursements

NAEOP Educ. Prof. of the year	\$ 15.00
NAEOP Affiliation	39.90
NEOPA Delegate to Annual Mtg.	
Delores Wenz	526.50
Membership Promotion	
Delores Wenz	133.95
Officer's Expense	
Marcella Shotwell (printed env.)	94.03
Angie Ellis (supplies, mileage)	203.47
Doris Merriman (mileage)	47.04
Eileen Knudson (mileage)	38.40
Leanna Bounds (mileage)	24.00
Elections	
Leanna Bounds	7.99
Postage	
Audrey Schardt	7.46
Doris Merriman	8.91
Angie Ellis	87.00
Marcella Shotwell	10.83
Marion T. Woods Scholarship	20.00
NEOPA Scholarship	200.00
Newsletter	
Kathy Svoboda	124.12
Sue Drammeh (Newsletter postage)	260.80
UNL Printing Services	452.92
Publicity	
Jane Patterson (postage)	6.40

Miscellaneous

Sandy Lineberry (rolls/Bd.Mtg)	8.05
DEOPA (Fall Conference deficit)	207.93
Returned Checks	27.90
Printed Checks	8.42

Total Disbursements	\$2561.02
---------------------	-----------

Balance, April 4, 1992	\$ 678.48
------------------------	-----------

NEOPA Money Market/Savings Accounts

Money Market Account

Beginning Balance - June 1, 1991	\$3,092.16
----------------------------------	------------

Receipts

Interest,	\$ 104.22
-----------	-----------

Balance, April 4, 1992	\$3,196.38
------------------------	------------

Savings Account (Scholarship)

Beginning Balance - June 1, 1992	\$3,325.22
----------------------------------	------------

Receipts

Interest	\$ 99.28
Withdrawals -	750.00
(add to checking account)	

Balance - April 4, 1992	\$2,674.50
-------------------------	------------

Angie Ellis
Angie Ellis, Treasurer

NEOPA 1991-92 BUDGET
Balances as of April 4, 1992

	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
NAEOP Affiliation	\$ 35.00	\$ 35.00	\$ -
NAEOP Employee of the Year	15.00	15.00	-
Publicity	15.00	6.40	8.60
Membership Promotion	300.00	133.95	166.05
Newsletter	550.00	807.84	-257.84
NEOPA Delegate to NAEOP Annual Mtg	500.00	526.50	- 26.50
Election	15.00	7.99	7.01
Officer's Expense	650.00	406.94	243.06
Field Service	50.00	-	50.00
M.T. Wood Scholarship	20.00	20.00	-
NEOPA Scholarship	200.00	200.00	-
Miscellaneous	400.00	252.30	147.70
Postage	150.00	114.20	35.80
TOTAL	\$ 2900.00	2526.12	373.88

* \$750.00 withdrawl from Savings

Angie Ellis, Treasurer
April 4, 1992

From the Secretary

10

Spring 1992

Dear Friends in NEOPA,

Serving as the NEOPA secretary has been a challenging, yet rewarding experience. I still feel disappointment having missed the officer installation last spring, but Baby Jenny came into this world just a little earlier than expected.

Working with and getting to know the other officers and committee chairmen has been a highlight for me. The executive board meetings require attention and thought to the agenda at hand. There is work to be accomplished at each and every meeting. Getting together at those Saturday meetings can be the best way to spend a Saturday. You just don't know the pleasure of being with a group of educational office employees on a Saturday! It's only as good as you make it and NEOPA officers make it the best!!

Thank you for giving me the opportunity to serve you in the capacity as secretary. I offer my support and good wishes to the 1992-93 officers and committee chairmen. I invite each of you to offer them a word of encouragement every now and then. Please show your support of NEOPA by attending the Spring and Fall Conference.

Thank you also to my family for allowing me the time to be a member of such a fine organization.



Kathy Warren
NEOPA Secretary 1991-92

1991-92 AUDIT COMMITTEE

The Audit Committee will audit the accounting records of NEOPA before the joint Executive Board meeting in June. A complete report will be printed in the Summer issue of the newsletter.

JoAnne Lahm
Vici Taylor

PUBLICITY COMMITTEE

During 1991-92 several television stations, radio stations and newspapers were notified of our Fall and Spring conferences. All of the Educational Service Units in the state were contacted to submit articles for their publications (a list of these addresses are included in the publicity notebook).

Respectfully submitted,



Jane Patterson
Publicity Chairperson
NEOPA 1991-92

COMMITTEE:: Donna Gill
3511 Cooper
Lincoln, NE 68506
(402) 489-8772

NEOPA-EDUCATIONAL PROFESSIONAL OF THE YEAR

Two nominations were submitted. The personal criteria for the two nominees were not returned, therefore; a winner was not selected.

The committee would like to thank Pat Podjenski for her help.

Committee: Mary L White, CEOE, Chair Omaha Public Schools
Johnita Moody Omaha Public Schools

PROFESSIONAL STANDARDS PROGRAM

The Professional Standards Program Committee for 1991-92 includes Noretta Howard and myself. I thank Noretta very much for her assistance on the committee.

We have been promoting the Professional Standards Program by sending materials to members that requested them. We had a table at the Fall meeting. We will have a table at the Spring meeting in Wayne.

We are planning recognition of the PSP recipients at the Spring meeting in Wayne. We are waiting for the forms to be returned to us.

Noretta Howard
Audrey Schardt, CEOE, Chair

**FIELD SERVICE
1991-92**

The Field Service Committee responded with written correspondence or a phone call to any association or educational office professional group requesting information, direction, or assistance. Several contacts were made with the Hastings Educational Office Professionals who are working diligently to form an association. We look forward to welcoming them into NEOPA.

The key to increasing individual membership or forming new associations is for each of us to make a conscious effort to recruit our colleagues. We must be enthusiastic, proud of our organization, and encourage participation. It is our responsibility to be **pro-active** for NEOPA.

Special thanks to my committee member, Carri Ball, for her cooperation and support.

Doris Merriman, Millard Public Schools, Chairman
Carri Ball, Grand Island Public Schools

NEOPA BUDGET 1992-93

INCOME

	1991-92	+/-	1992-93
Memberships	\$2,000.00		\$2,000.00
Interest Income	175.00	+ \$ 15.00	190.00
Money Market	150.00	+ 20.00	170.00
Ways and Means	535.00	+ 155.00	690.00
Pins, Misc.	40.00	+ 60.00	100.00
	<u>\$2,900.00</u>	+ <u>250.00</u>	<u>\$3,150.00</u>

EXPENDITURES

	1991-92	+/-	1992-93
NAEOP Affiliation	\$ 35.00	\$	\$ 35.00
NAEOP Professional of the Year	15.00		15.00
Publicity	15.00		15.00
Membership Promotion	300.00		300.00
Newsletter	550.00	250.00	800.00
NEOPA Delegate to NAEOP Annual Mtg.	500.00		500.00
Election	15.00		15.00
Officer's Expense	650.00		650.00
Field Service	50.00		50.00
M.T. Wood Scholarship	100.00		100.00
NEOPA Scholarship	200.00		200.00
Miscellaneous	400.00		400.00
Postage	150.00		150.00
TOTAL	<u>\$2,900.00</u>	+ <u>\$ 250.00</u>	<u>\$3,150.00</u>

Finance Committee

Patricia Podjenski, C.E.O.E., Omaha Public Schools
 Angie Ellis, Wayne State College
 Carolyn Young, Falls City Public Schools

NAEOP LIAISON

The goal of this office is to coordinate activities and promote attendance to our national meeting, which will be held this year in Biloxi, Mississippi, July 21-24.

A percentage growth challenge for the 1991-92 year was issued to Iowa last year at the National Association of Educational Office Professionals (NAEOP) meeting in North Carolina for the 1991-92 year. A short skit was presented and Nebraska's challenge extended at the Challenge Breakfast. We will find out in July at the Challenge Breakfast if we are the "victors" or the "losers." As of this date, we need an additional 10-15 members to stand a chance at winning. So...if you have been thinking about joining the national association - now is the time!

Presentations were made to the membership at the fall and spring meetings urging members to attend national and articles were written for both the fall and winter issues of the NEOPA newsletter. I also submitted a Constitution & Bylaws change to add this office, NAEOP Liaison, as a standing committee of the Nebraska Educational Association of Office Personnel (NEOPA).

At the request of Martha Mettscher, National Central Area Director, I wrote an article for the national newsletter (NES) regarding the Central Area Professional Development Day held in Jefferson City, Missouri, February 7. This same article was submitted for inclusion in the Spring NEOPA Newsletter.

Knowing the cost to going to national meetings is not cheap, this year a special savings account was established for members to access to save money. Linda Pence has been responsible for this and has had several university employees take advantage of this account. It has certainly been an incentive for me to put away a few extra dollars.

The windmill pin went over so well at national last year that it, along with a new Sandhills crane pin, will be the two choices for members to take to national this year. An order form was printed in the spring newsletter for members attending to use to order pins. Deadline for return of form is June 1.

The 12+ count is tentative, but approximately this number have expressed an interest in going to Biloxi in July. Activities planned include the "Nebraska vs Iowa" challenge, a social get-together for attendees, and lots of fun.

This year was the third year a National Coordinator/Liaison has been appointed, and it has been my privilege to hold this office all three years. I have enjoyed promoting attendance at our national meetings and will miss my association with members on this level; however, this will be my last year in this position. Hopefully, my enthusiasm and dedication to this job has set the groundwork for those to follow in my footsteps.

Special thanks to **Linda Pence and Lola Young** for serving on this committee this year. They were a tremendous help to me: Linda for her handling of the savings account and to Lola for her assistance with the pins.

I would like to encourage you, **one last time**, to think about attending a national meeting. Take it from me, it is a habit you won't want to break once you get started. There are so many outstanding educational office personnel in the United States. I've made friends all over the United States and have grown both socially and professionally. Come join me, other Nebraska members, and these professional employees at our national meetings. You won't regret it!

Sandy Lineberry, Chair, University of Nebraska Office Personnel Association
Linda Pence, Member, University of Nebraska Office Personnel Association
Lola Young, Member, University of Nebraska Office Personnel Association

MEETINGS COORDINATING

One of the really nice things about being Meetings Coordinating Chair is that you get the opportunity to work directly with the many members in affiliates throughout Nebraska. Thank you for giving me this chance to work with and for you.

Special thanks to the Department of Education OP for hosting such a great conference in the fall of 1991 at Lincoln. There was a good turnout and everyone seemed to enjoy the guest speakers. Thanks also to the Wayne EOPA for hosting the spring 1992 meeting (since this report is being written prior to the conference, I am predicting it will be equally as great). Each member of these two affiliates deserve a "pat on the back" for their efforts on behalf of the state association.

The association's scrapbook has been kept updated throughout the year with pictures, newsletters, and certificates and has been on display at both meetings.

I attended all Board meetings and wrote articles for all issues of the NEOPA newsletter urging and encouraging affiliates to host a conference. Individual letters were also sent to all local affiliate presidents with the same request.

A large poster was on display at the fall meeting indicating hosts for past NEOPA conferences going back to spring, 1978. Following the fall meeting in Lincoln, I met with affiliate presidents about the possibility of their hosting a future conference. In response to my many requests, I am pleased to report that we have meetings scheduled through fall, 1993. My **sincere thanks** to each of these affiliates for their commitment to NEOPA.

The schedule for future meetings is:

Fall, 1992 Past State Presidents (Omaha)
 Spring, 1993 . . . University of Nebraska-Omaha Educational Office Personnel Association (Omaha)
 Fall, 1993 University of Nebraska Office Personnel Association (UNOPA) (Lincoln)

My personal thanks to committee members Sharon Gathmann and Jeanne Andelt for their support this year.

Sandy Lineberry, Chair, University of Nebraska Educational Office Personnel
 Sharon Gathmann, Member, Omaha Educational Office Personnel Association
 Jeanne Andelt, Member, University of Nebraska Office Personnel Association

MEMBERSHIP

This committee's work was an ongoing effort throughout the year, therefore, mailings were sent several times to encourage membership. In September, 365 letters were mailed to the Secretaries of the Principal of all Nebraska Public Schools; at the beginning of February more than 60 letters were mailed to past members urging them to renew; also, 110 letters were mailed to Secretaries of County Superintendents and ESU Units to encourage membership and information was included about our Spring Conference, to be held in Wayne, Nebraska, on April 4, 1992.

Thanks to the recruiters who signed up at least 14 new members. Our total membership for this year is 190 - this includes 38 new members, 16 retirees and 1 Associate. We need members to help us recruit and encourage those who have not done so to renew.

Letters were mailed to all Association Presidents to collect data in selecting the winners of the membership awards. Spring Conference Awards will be presented to:

- the Association with 100% membership in NEOPA
- the Association with over 50% membership in NEOPA
- The Association with the largest increase in NEOPA memberships
- The Recruiter Award for the state member recruiting the largest number of new members

This has been a busy year! It's been exciting to gain new members from all areas of the state. We hope to see many of them at our Spring Meeting.

Delores Wenz, Lincoln - Chairman
Evelyn Pancake, Omaha
Norma Wever, Crete

NEWSLETTER

Three issues (Fall, Winter and Spring) of the NEOPA Newsletter have been published to date. The Summer Issue will be sent by the 1st of July, 1992.

The Winter Issue of the NEOPA Newsletter was entered in the National Association of Educational Office Professional's Rachel Maynard Award for Excellence in Communication.

The budgeted amount for the 1991-92 NEOPA Newsletter was \$550. This was a raise from last year, however, the soaring cost of postage & printing will put this committee in the red this year. This is unavoidable if the Association wants to have a respectable and sizeable newsletter. This is the main source of communication between the State Association and the Local Associations. Everything NEOPA communicates to its members is printed and published in the State Newsletter. If this practice continues, then the budget for this committee should be adjusted accordingly. If NEOPA would like a member to volunteer to be Editor, they must not inhibit that member from accepting just because that particular school cannot afford to absorb the costs of printing this publication. All school systems are experiencing budget reductions and few schools, or on the University level, departments, have money available for this expense. I would suggest that some communications be delegated to the specific committee chairs to be distributed to members individually.

This year a contest was initiated to give the NEOPA Newsletter an OFFICIAL name. The contest deadline is May 15th. The winner will receive one year free membership in NEOPA. The winning suggestion will be published in the Summer Issue, 1992. I anticipate some very good suggestions!

Circulation for the 1991-92 Newsletter was 225 copies. The Fall Issue was distributed to 90-91 members as well as 91-92 members. All other issues were mailed to 91-92 members only.

Special thanks to committee member, Luise Berner. Luise is my computer technician. She has kept a running data base on current members, producing labels for mail distribution. I would like to recommend that the Membership Chair keep one main list of members and from this information, labels can be distributed for use in mailings to members. The idea of having several people keep lists of current memberships is repetitious. I do not understand why the Newsletter Editor would keep a current membership list -- this is clearly a Membership Committee obligation. I feel strongly that the Membership Chair should take care of all things related to membership lists and circulation of labels for mailings.

Sue Drammeh
Newsletter Editor

NOMINATING

This year the Nominating Committee was very pleased with the eight candidates who responded favorably to having their names placed on the NEOPA ballot for offices for 1992-93.

The committee began it's work in October when membership applications were screened for potential candidates. The criteria used were willingness to serve and past service to NEOPA.

The following slate of nominees were compiled, presented to, and adopted by the NEOPA Executive Board at its January 25, 1992 meeting:

President Elect: Sandy Lineberry*
 Kathy Svoboda

Vice President: Jane Patterson
 Linda Pence*

Secretary: Vici Taylor*
 Mary White

Treasurer: Luise Berner
 Angie Ellis*

*Elected

Ballots were prepared and included in the spring issue of the NEOPA Newsletter. Fifty-nine ballots were returned by March 20th, and all winners, non-winners, Marcella Shotwell, Delores Wenz, and members of the committee were notified of the results.

The ballots were tallied at the Don Stroh Administration Center in the Millard Public Schools by Committee members Leanna Bounds and Doris Merriman.

After the Spring Conference on April 4, 1992, the ballots will be destroyed.

1991-92 Nominations Committee

Lois Ingelbritson

Doris Merriman

Leanna Bounds, Chairman

SCHOLARSHIP

The committee's activities in the fall included impaneling the administrative judges and placing guidelines and application forms in the newsletters of NEOPA.

The panel of administrative judges appointed by each committee member is: Julie Murphy, Ainsworth, Dr. L. Chris Richardson, Superintendent for North Platte Public Schools, and Marla Dowse from North Platte High School.

We received three applications for the scholarship this year. The scholarship was awarded to Sandra Marie Kempkes of Ceresco. Kristen Ann Petersen from Omaha was awarded the alternate. Sandra was asked to apply for the Marion T. Wood Scholarship and was also invited to attend the spring conference in Wayne on April 4, 1992.

This year a committee was developed to update the NEOPA guidelines and application form. It is also recommended that a condensed guideline form be developed for the applicants to use in filling out their application forms with the long form of the guidelines being made available for all NEOPA members to use in recruiting those applicants. It is felt that a shortened version of the guidelines would help the applicants with their application process. The updated guidelines and application form will be completed by June and copies will be forwarded to all local association presidents.

Sandy Peters, Chairperson, North Platte
Peggy Aldridge, North Platte
Erva Kackmeister, Ainsworth

WAYS AND MEANS REPORT - 1991-92

The Ways and Means Committee generated funds from three sources this year; the 50/50 drawing, the desk calendars and the raffle. Our thanks to all of the members who have worked hard on all of the projects this year.

We had two major projects this year -- the raffle and our calendar sales. The Executive Board desired a raffle once again this year and raffle tickets were dispersed to all members, along with prize fliers and details on returning money to the committee. Calendars were allocated to each association with appropriate instructions for their sale. We anticipate that sales of these calendars will continue since the calendars are not a dated object and may be sold at any time. Sticky labels containing upcoming important NEOPA deadlines can be placed in the front of these calendars as a handy reference. We hope that some of our members are already utilizing this idea. In any case this calendar is a valuable advertisement for our association.

50/50 drawing	-	\$ 18.50
Raffle	-	\$219.00
Calendars	-	<u>\$253.46</u>
		\$490.96

Respectfully Submitted,

Jan Harris, Kyle Rose Co-directors
Shirley Howell - Committee Member

CONSTITUTION AND BYLAWS

This year, the committee worked with five proposed revisions (listed below) to the bylaws for consideration. Referendum ballots were sent to active members via the **NEOPA Newsletter**.

Item #1: Article IV - Membership
Current Wording:

No Section 10

Proposed Wording:

Section 10: Life members are Active members of the Association who have paid life membership dues. Life members shall have all rights and privileges of Active members.

Item #2: Article X - Committees
Current Wording:

Section 1. - The Association shall have Standing Committees as follows: Membership, Newsletter, Nominating, Audit, Finance, Professional Standards, Constitution and Bylaws, Field Service, Educational Professional Employee of the Year, Ways & Means, Meeting Coordinating, Scholarship, and Publicity.

Proposed Wording:

Section 1. - The Association shall have Standing Committees as follows: Audit, Constitution and Bylaws, Educational Professional Employee of the Year, Field Service, Finance, Meetings Coordinating, Membership, NAEOP Liaison, Newsletter, Nominating, Professional Standards, Publicity, Scholarship, and Ways & Means.

Item #3: Article XI - Duties of Committees
Current Wording:

Section 1. - A Thru M

Proposed Wording:

Section 1. - NAEOP Liaison Committee - The NAEOP Liaison Committee will coordinate activities/projects pertaining to attendance at the National Association of Educational Office Professionals (NAEOP) National Meeting.

Item #4: Article VI - Executive Board
Current Wording:

Section 1. - The Executive Board shall consist of the officers and the Immediate Past President.

Proposed Wording:

Section 1. - The Executive Board shall consist of the elected officers, Immediate Past President and the approved chairmen for each of the Standing Committees as listed in Article X.
Section 1. - With the exclusion of the Immediate Past President, there shall be no more than two past presidents serving on the Executive Board.

Item #5: Article X - Committees
Current Wording:

No Section 3.

Proposed Wording:

Section 3. - The Chairman of each committee shall be an ex-officio member of the Executive Board with all the responsibilities and duties of a Board member.

Fifty-two ballot cards were returned and of that 99% were in favor of the proposed changes.

Lois Gossard, Department of Education & Eileen Knudsen, Omaha Public Sch., Chr.

3/19/92

1991-92 NEOPA MEMBERSHIP ROSTER
(for NEOPA membership use only)

LAST NAME	FIRST NAME	STREET ADDRESS	CITY	STATE	ZIP	TELEPHONE
Albert	Cynthia	111 S. Walnut	Clatonia	NE	68328	(402) 989-4018(h)
Aldridge	Peg	1120 Apache Drive	North Platte	NE	69101	(308) 532-0535(h)
Andelt	Jeanne L.	5800 Palomino Lane	Lincoln	NE	68523	(402) 423-0298(h)
Anderson*	Ardith	705 Alma, Box #2	Laurel	NE	68745	(402) 256-3355(h)
Armbruster	Joyce	2421 Lane Street	Falls City	NE	68355	(402) 245-2166(o)
Bennetch	Kathy	6930 Garland	Lincoln	NE	68505	(402) 464-1133(h)
Bergmeyer	Nancy	P.O. Box 264	Dorchester	NE	68343	(402) 946-3511(h)
Bergstrom	Pat	500 Main, Box 97	Axtell	NE	68924	(308) 743-2109(h)
Berner	Laise	8010 Maplewood Drive	Lincoln	NE	68510	(402) 488-6310(h)
Betten	Mary K.	1750 Buckingham Drive	Lincoln	NE	68506	(402) 488-6526(h)
Blaker	Shirley	P.O. Box 424	Emerson	NE	68733	(402) 695-2116(h)
Borgens	Wilma T.	4035 Garfield	Lincoln	NE	68506-1143	(402) 488-5886(h)
Bounds	Leanna J.	1118 Tanglewood Court #42	Bellevue	NE	68005	(402) 292-3284(h)
Bradford	Donnia M.	3510 No. 45th Street	Omaha	NE	68104	(402) 457-4694(h)
Broge*	Lori	401 Walnut	Sutherland	NE	69165	(308) 386-4656(o)
Brown	Diane R.	1018 Ivy	Crete	NE	68333	(402) 826-3065(h)
Brownson	E. Ramona (Monie)	2205 Southwood Place	Lincoln	NE	68512	(402) 423-1050(h)
Chab	Teresa	Route 3, Box 130	Falls City	NE	68355	(402) 245-4067(o)
Coleman*	Giza Chandler	3707 North 19th Street	Omaha	NE	68110	(402) 455-0450(h)
Conner*	Jerilyn	3831 Maple Street	Omaha	NE	68111	(402) 455-6735(h)
Copple*	Carol	121 S. 15th St., Box 272	Dakota City	NE	68731	(402) 987-3394(h)
Covert	Margaret	4320 N. Park Boulevard	Lincoln	NE	68521	(402) 477-2633(h)
Cox	Janis M.	10400 Weeks Drive	Lincoln	NE	68516-9301	(402) 421-1523(h)
Crist*	Rhonda	521 Walnut Street	Wayne	NE	68787	(402) 375-1728(h)
Cuddy	Bonita	210 Indian Road	Lincoln	NE	68505	(402) 489-6603(h)
Davis	Deb	Route 1, Box 33	Wakefield	NE	68784	(402) 287-2326(h)
Davis	Mae J.	2208 Miami St.	Omaha	NE	68110	(402) 451-1940(h)
Diekhoff	Ruth	1703 Van Camp Avenue	Omaha	NE	68108	(402) 733-4134(h)
Drammeh	Luella H.	1920 N. 59th Street	Lincoln	NE	68505	(402) 466-9689(h)
Dunaway	Sue	2920 Sumner	Lincoln	NE	68502	(402) 435-8409(h)
Edwards	Sandy	1417 9th Avenue	Holdrege	NE	68949	(308) 995-4149(h)
Ellis	Jean M.	4010 Newport	Omaha	NE	68112	(402) 453-3255(h)
Fikar	Angie R.	RR 1	Wayne	NE	68787	(402) 375-1740(h)
Fitch	Jolene	240 E. 22nd	Crete	NE	68333	(402) 826-4293(h)
Fleer	Ann	4542 St. Paul	Lincoln	NE	68504	(402) 466-4431(h)
Flory-Smith	Sharon	RR 1, Box 103	Wayne	NE	68787	(402) 375-3073(h)
Fowler	Pamela	2224 U Street #1	Lincoln	NE	68503	(402) 475-9922(h)
	B. Jean	226 Hawthorne Avenue	Crete	NE	68333	(402) 826-2851(h)

*Denotes new member

LAST NAME	FIRST NAME	STREET ADDRESS	CITY	STATE	ZIP	TELEPHONE
Gersib*	Linda D.	241 Elk Creek Road	Malcolm	NE	68402	(402) 796-2138(h)
Gill	Donna	3511 Cooper	Lincoln	NE	68506	(402) 489-8772(h)
Gilpin	Bonnie J.	Box 95	Walborg	NE	68882	(308) 245-5617(h)
Gordon	Betty M.	4235 Mary Circle	Lincoln	NE	68502	(402) 488-6462(h)
Gossard	Lois A.	5434 Walker Avenue	Lincoln	NE	68504	(402) 466-5395(h)
Granquist*	Karen	RR 2, Box 121	Laurel	NE	68745	(402) 256-3621(h)
Graybill	Joyce E.	Route 2, Box 186	Blair	NE	68008	(402) 426-5543(h)
Grieser	Dianne	5803 Baldwin	Lincoln	NE	68507	(402) 464-4211(h)
Ham	Holly	418 West 8th	Holdrege	NE	68949	(308) 995-6089(h)
Hanover	B. Faye	1207 N. Webb Road	Grand Island	NE	68803	(308) 382-3315(h)
Hansen	Donna	P.O. Box 44	Dorchester	NE	68343	(402) 946-2022(h)
Hansen	Amy	RR 1, Box 183	Dorchester	NE	68343	(402) 946-7341(h)
Harris	Susan	4710 Lonewood Circle	Lincoln	NE	68516	(402) 483-7389(h)
Harris	Jan	2900 South 53	Lincoln	NE	68506	(402) 488-8160(h)
Heitman	Esther	RR 1, Box 54AA	Crete	NE	68333	(402) 826-5465(h)
Helgren*	Betty	403 Alma	Laurel	NE	68745	(402) 256-3927(h)
Hendricks	Debbie	317 Orcutt East	Lincoln	BE	68504	(402) 466-4347(h)
Hogan*	Kathy L.	Route 1, Box 42A	Hastings	NE	68901	(402) 463-8140(h)
Howard	Noretta	3742 Ellison Avenue	Omaha	NE	68111	(402) 451-6966(h)
Howell	M. Susan (Sue)	7726 South 41 Terrace	Omaha	NE	68147	(402) 731-2427(h)
Hughes	Dolores (Dee)	811 Dale Drive	Lincoln	NE	68510	(402) 826-8584(o)
Huls	Norma	216 Russell Avenue	Beatrice	NE	69166	(308) 645-2633(h)
Hunt	Wendy	P.O. Box 132	Theford	NE	68927	(308) 472-5210(h)
Hunt*	Denise K.	201 Medina Avenue	Bertrand	NE	68516	(402) 489-4981(h)
Hynek	Patricia	5115 Spruce	Lincoln	NE	68164	(402) 493-8334(h)
Ingebritson	Lois	11764 Hartman Ave	Omaha	NE	68506	(402) 488-2971(h)
Jennings	Lorraine	7221 Old Post Road #7	Lincoln	NE	68343	(402) 488-1449(h)
Jiracek	Jean F.	4400 Sumner	Dorchester	NE	68949	(308) 995-6838(h)
Johnson	Maurine	907 Colfax, Box 207	Holdrege	NE	69210	(402) 387-1707(h)
Jonas	JoAnne	1135 Maberly	Ainsworth	NE	68333	(402) 826-2009(h)
Kackmeister	Erva	334 N. Maple Street	Crete	NE	68787	(402) 375-1592(h)
Kahle	Diane	RR 2, Box 1B	Wayne	NE	68901	(402) 462-8901(h)
Kardell*	Jeanne Ann	Route 2, Box 115	Hastings	NE	68355	(402) 245-3455(o)
Kinley	Oriel	517 S. Lexington	Falls City	NE	68114	(402) 391-3576(h)
Kirkendall	Janyce	Box 143	Omaha	IA	51564	(712) 456-2430(h)
Kletke*	Shirley	RR #1, Box 104	Pisgah	NE	68924	(308) 743-2115(h)
Knudsen	Eileen	Route 1, Box 39	Axtell	NE	68506	(402) 486-1088(h)
Knutson	Roberta	7921 Lake Street	Lincoln	NE	69001	(308) 345-3976(o)
Kramer	Joey	Route 4, Box 133	McCook	NE	68524	(402) 796-4477(h)
Krizek	Luella	3400 NW 126th	Lincoln	NE	68787	(402) 375-3472(h)
Krupicka	Shelli	714 Douglas Street	Wayne	NE		
Kugler	Nelda Rae					

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